

**FORMS TO BE COMPLETED FOR THE COMMUNITY
BASED IN HOME SERVICES AND THE NATIONAL
FAMILY CAREGIVER SUPPORT PROGRAM
2005**

FORM PROGRAM WHEN DUE ??

*** If condition changes or the needs change new assessments and service plans are required and need to be documented and dated.**

AGNES (Aging Needs Evaluation Summary)	BOTH PROGRAMS (Care receiver and optional for Caregiver)	Intake process and then annually review and document *
CAREGIVER ASSISTANCE TOOL (CAT) (Caregiver only)	NATIONAL FAMILY CAREGIVER PROGRAM	Intake process and then review and document annually *
GRANDCHILD(REN) ASSISTANCE (grandchildren only)	NATIONAL FAMILY CAREGIVER PROGRAM	Intake process and then review and document annually *
SLIDING FEE SCALE	BOTH PROGRAMS	Intake process and as situations change (i.e. difficulty to make payment)*
SERVICE PLAN	BOTH PROGRAMS	Intake with quarterly review and signature of licensed nurse or physician if nursing services

		are needed and documented* May be done by Access Care Coordinator if personal care is <u>not</u> needed
NURSING ASSESSMENT	BOTH PROGRAMS (when personal care is identified as a need. To be done by a licensed nurse)	Due when a need for personal care is identified* and to be updated annually or as needed. If changes in health status refer to Board of Nursing rules.
DOCUMENTATION	BOTH PROGRAMS	Every visit is to be documented with staff signature and date of visit)
WAITING LIST	BOTH PROGRAMS	completed monthly and mailed to the Aging Division
SUPERVISION OF DIRECT CARE STAFF	BOTH PROGRAMS (Programs may design their own form)	To be completed every 90 days by the Access Care Coordinator and should reflect the direct care staff job performance
REVIEW OF CERTIFIED NURSING ASST. AND HOMEMAKER	BOTH PROGRAMS (Programs may design the form)	Every 90 days by licensed nurse and documented in personnel files

LIFE LINES	BOTH PROGRAMS	These do not need a 90 day assessment unless client is receiving other services, too. (i.e. Homemaker, personal care etc.)
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